

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Workers' Compensation Claims Assistance/Data Management

Date Posted: 02/08/2008

Job Category: Office and Administrative Support

**Position
Number:** 66204490

Position Title: ADMINISTRATIVE ASSISTANT

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$19,736.00 to \$24,670.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 3

Closing Date: 02/27/2008

**Supplement
Required:** No

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

The position monitors complete and accurate reporting of first reports and subsequent reports of injury. This requires research and problem solving skills. Upon discovery of missing reports or poor data quality through the use of computer-generated reports, this position assists the trading partners in complying with reporting requirements. The position utilizes knowledge of the workers' compensation data base system; workers' compensation law, rules and regulations; and claims processing policies and procedures.

The position requires sitting for extended periods of time at the computer terminal and the ability to produce a high volume of quality work, concentrate in a busy office setting, and adapt to changing job requirements as new duties require. Deadlines must be met consistently.

Competencies:

Requires the ability to utilize Microsoft Office Suite and have Analytical and Problem Solving Skills, Effective Communication skills, Customer Service skills and Filing skills.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of education and experience equivalent to three (3) years of directly related qualifying experience in an administrative capacity. Customer Service and Telephone Skills are preferred.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment**

- Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.
- *Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.
- **Selection will be based on the following:
Qualifications = 30% Capabilities = 60% Seniority = 10%